



## **CHECKLIST TO ASSIST VENDORS IN DEVELOPING PROPOSALS FOR ADULT DAY CARE SERVICES**

*In addition to the Request for Proposals (RFP) for Adult Day Care Services, the checklist below is intended to assist vendors in developing their proposals.*

- ✓ Complete the **Adult Day Care Vendors Proposal** (Word) posted on the Department's web site at [www.dhr.alabama.gov](http://www.dhr.alabama.gov) to respond to the **Adult Day Care Services** RFP.
- ✓ Type using Times New Roman font size 12.
- ✓ Single-space, using the pre-set margins.
- ✓ Double-space paragraphs.
- ✓ Print/copy proposals onto one side of standard (8½ x 11) white typing/copier paper.
- ✓ Proposals must not exceed one hundred (100) total pages, including attachments.
- ✓ Divide proposals using labeled tabs that correspond with the bolded sections and subsections to which the information pertains. **Do not use tabs with the paper inserts.**
- ✓ Respond to each requirement, afterwards remove (INSERT RESPONSE) from each section and subsection.
- ✓ Complete the Cover Sheet (RFP cover sheet) to include an original ink signature of the person(s) legally authorized to bind the vendor to the proposal as the first page of your proposal.
- ✓ Make sure that all necessary forms are completed and included in your proposal.
- ✓ Update the Table of Contents prior to printing the final proposal.
- ✓ Ask someone to proofread your proposal prior to submission.
- ✓ Submit **one (1)** original proposal, **seven (7)** copies and **one (1)** electronic copy on CD or DVD clearly labeled with the Vendor's name and the RFP title and number by 12:00 p.m., local time, Tuesday, July 27, 2010 to:

**Starr Stewart, Director  
Office of Procurement  
Alabama Department of Human Resources  
Gordon Persons Building, Room 2344  
50 Ripley Street  
Montgomery, AL 36130-4000**

<p><i>Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.</i></p>
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